



# Application For Real Estate Instructor

**Application Fee: \$ 50.00 - Between 10/01/04 and 09/30/05**  
**\$100.00 - Between 10/01/05 and 09/30/06**

Applicant **MUST** have a minimum score of 70 to meet instructor qualifications. Documentation **MUST** be attached in order for points to be awarded. Applicant will receive no points in any area which is not sufficiently documented.

Name \_\_\_\_\_ Final Score

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Fax # \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Social Security No. \_\_\_\_\_ D.O.B. \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

I am applying to teach (Check all that are appropriate): \_\_\_\_\_ Prelicense \_\_\_\_\_ Post License \_\_\_\_\_ Continuing Education

Before teaching Risk Management, you must complete the one-day instructor training course. Contact the Commission for information regarding dates and registration.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of School Administrator \_\_\_\_\_ Date \_\_\_\_\_

Print Signature of School Administrator \_\_\_\_\_

| <b>I. Active Real Estate Experience</b>  | <b>Units</b>           | <b>Points</b>        |
|--|------------------------|----------------------|
| A. Active Salesperson License.....   | 1 pt. per year         | _____                |
| B. Active Broker License (Prelicense instructor must have a Broker's License.) ..... | 2 pts. per year        | _____                |
| Company with whom licensed. _____  | <b>Total (Max. 20)</b> | <input type="text"/> |

| <b>II. Real Estate Education</b>  | <b>Units</b>           | <b>Points</b>        |
|---|------------------------|----------------------|
| A. College Credit Courses in Real Estate (5 pts. each for 3 Semester or 5 Quarter hour course) ....                               | _____ Courses          | _____                |
| B. Real Estate Professional Designation Courses (3 pts. for each course completed up to 12 pts.) .....                            | _____ Courses          | _____                |
| C. Prelicense Courses Completed (2 pts. per 15 classroom hours up to 10 pts.) .....   | _____ Hours            | _____                |
| D. Post License Courses Completed (2pts. per 15 classroom hours up to 8 pts.).....  | _____ Hours            | _____                |
| E. Continuing Education Courses Completed (.5 pts. per 3 classroom hours up to 10 pts.).....                                      | _____ Hours            | _____                |
| F. Real Estate Training Courses Completed (1 pt. per course up to 5 pts.) .....   | _____ Courses          | _____                |
| <i>Course MUST have been at least one day in length to be acceptable. (Examples: Board Orientation, Franchise Training, etc.)</i> |                        |                      |
|   | <b>Total (Max. 20)</b> | <input type="text"/> |

| <b>III. Formal Education</b> (Choose appropriate level of education completed. NOT a cumulative score) | <b>Units</b> | <b>Points</b> |
|--|--------------|---------------|
| A. High School .....   | 5 pts.       | _____         |
| B. 2 Year Degree (Or college level studies between 2 and 4 year degrees) .....                         | 10 pts.      | _____         |
| C. 4 Year Degree .....   | 15 pts.      | _____         |
| D. 4 Year Degree with Major in Real Estate .....   | 20 pts.      | _____         |
| E. Masters Degree or Higher .....  | 20 pts.      | _____         |

**Total (Max. 20)**

(Continued on back)

**IV. Teaching Experience****Units                      Points****A. Formal Institution (Elementary, Secondary, Post Secondary, College, University)***Submit official documentation which includes the name of courses along with dates taught.*

- |                         |                                    |       |         |       |
|-------------------------|------------------------------------|-------|---------|-------|
| 1. Full Time Instructor | 10 pts. per year .....             | _____ | Years   | _____ |
| 2. Adjunct Faculty      | 2.5 pts. per course.....           | _____ | Courses | _____ |
|                         | 5 pts. per Real Estate course..... | _____ | Courses | _____ |

**B. Commission Approved Courses (If previously taught in Alabama or any other state)**

- |   |       |         |       |
|---|-------|---------|-------|
| 1. Sales Prelicense Course (3 pts. per 15 classroom hours up to 12 pts.) .....          | _____ | Hours   | _____ |
| 2. Broker Prelicense Course (3 pts. per 15 classroom hours up to 12 pts.).....          | _____ | Hours   | _____ |
| 3. Continuing Education (1 pt. per 3 classroom hours up to 10 pts.).....                | _____ | Hours   | _____ |
| 4. Post License Course (3 pts. per 15 classroom hours up to 12 pts.).....               | _____ | Hours   | _____ |
| 5. Guest Lecturer for AREC Approved Course (1 pt. per class session up to 3 pts.) ..... | _____ | Courses | _____ |

**C. Informal Institution**

- |  |       |         |       |
|--|-------|---------|-------|
| 1. Real Estate Designation Courses (5 pts. per course) ..... | _____ | Courses | _____ |
| 2. Other (2 pts. for each course up to 6 pts.).....          | _____ | Courses | _____ |

*Includes courses such as Board Orientation or courses which are not designation courses.***D. Attendance at Instructor Development Courses**

- |   |       |           |       |
|---|-------|-----------|-------|
| 1. One Day Workshops (5 pts. for each workshop up to 10 pts.) .....                   | _____ | Workshops | _____ |
| 2. Workshops Lasting Two or More Days (10 pts. for each workshop up to 20 pts.) ..... | _____ | Workshops | _____ |

**E. Apprenticeship***Points awarded for attendance of an entire Prelicense/Post License Course taught by an approved instructor via live presentation in which applicant must teach at least 20% of the course under supervision of the approved instructor. MUST submit letter of verification from the approved instructor.*

- |                               |       |         |       |
|-------------------------------|-------|---------|-------|
| Sales Prelicense Course.....  | _____ | 10 pts. | _____ |
| Post License Course .....     | _____ | 7 pts.  | _____ |
| Broker Prelicense Course..... | _____ | 3 pts.  | _____ |

**Total (Max. 30)****V. Real Estate and Related Experience****Units                      Points**

- |  |       |              |       |
|--|-------|--------------|-------|
| A. Member of Real Estate Professional Organization (1 pt. per year) .....          | _____ | Years        | _____ |
| B. Licensure/Certification in Auxiliary Field (1 pt. per year up to 5 pts.) .....  | _____ | Years        | _____ |
| C. Closed Brokerage Transactions (.2 pts. for each transaction up to 5 pts.) ..... | _____ | Transactions | _____ |

*May verify by notarized statement from broker(s) giving date transaction(s) closed.***Total (Max. 10)****Total From  
Page 2****Total From  
Page 1****Total From  
All Categories**

## INSTRUCTIONS FOR COMPLETING THE “APPLICATION FOR REAL ESTATE INSTRUCTOR”

Complete top part of form, sign and have school administrator sign. If you are the school administrator, sign in both places.

- I. ACTIVE REAL ESTATE EXPERIENCE – The Commission can verify this. You do not need to provide documentation in this category. However, please fill in the name of the company with whom you are licensed.
- II. REAL ESTATE EDUCATION
  - A. College Credit Courses in Real Estate – Submit transcript showing college credit real estate courses.
  - B. Real Estate Professional Designation Courses – Submit copy of certificates or letter from course sponsor verifying completion of designation courses. You may receive credit for each course attended even if you did not receive the designation.
  - C. Prelicense Courses attended – We will verify from your license file.
  - D. Post License Courses – We will verify from your license file unless taken out of state.
  - E. Continuing Education Courses attended – We will verify this from your license file if you have previously submitted courses you ATTENDED (not taught). If you have attended CE courses which have never been submitted to our office, attach documentation to this application.
  - F. Real Estate Training Courses attended – Document with certificate(s) or letter(s) from appropriate company or course sponsor. Documentation must contain course title, length of course, location, and name of course sponsor.
- III. FORMAL EDUCATION – Choose the highest level of education completed and record the appropriate score. Fill in only ONE blank. Document with copy of the corresponding diploma or transcript.
- IV. TEACHING EXPERIENCE
  - A. Formal Institution – Please submit letter from any institution where you have taught. Have it specify whether you were full time or adjunct faculty. If you taught real estate courses, the letter will need to so specify by title.
  - B. Commission Approved Courses
    1. Sales Prelicense – Verify with copy of Course Information form or letter specifying dates taught and name of school. If course was taught in another state, verify with letter from school or Real Estate Commission.
    2. Broker Prelicense – Same as sales prelicense.
    3. Continuing Education – Same as sales prelicense. Submit copy of Course Information form or verify by letter which includes name of each CE course taught, dates taught, and location of offering.
    4. Post License Course – Same as sales prelicense.
    5. Company Training Courses – Document with letter from company official. Specify course, dates taught, and location.
  - C. Informal Institution
    1. Real Estate Designation Courses – Verify with letter from course sponsor. Include name of course, dates taught, and location.
    2. Other – same as designation courses.
  - D. Attendance at Instructor Development Courses (also called “Train the Trainer”) – This refers only to courses in teaching methods. The annual instructor’s seminar is not an instructor development course. Provide certificate of completion or letter from sponsor and include dates, length of course, and location.

- E. Apprenticeship – Have the approved instructor under whom you served the apprenticeship to provide you with a letter containing name of course, dates, and school name. Letter must verify that you taught at least 20% of course hours.

V. REAL ESTATE RELATED EXPERIENCE

- A. Member of Real Estate Professional Organization – Document with letter giving dates of membership.
- B. Experience in Auxiliary Field – Document with letter or other available document, such as license or certificate regarding experience in fields such as construction, mortgage lending, appraising, etc.
- C. Closed Brokerage Transactions – Document with notarized statement from qualifying broker or from you if you were the broker. Give dates transactions closed.

NOTE: The Commission has agreed to verify the following categories from your license file: Categories I.A, I.B, II.C, II.D and II.E. You are to go ahead and record the appropriate number of points for each of the above listed categories. Only record points for which you provided documentation or for which we have agreed to document for you. Then add up the total number of points and put the final score in the space provided at the top right corner of the application. Do not record points for which you can provide no documentation.